



The administrative rule of Helsinki Region Environmental Services Authority

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I. PART, ADMINISTRATIVE AND OPERATIONAL ORGANISATION

1. CHAPTER. General

1 § Joint municipal authority

The name of the joint municipal authority is Helsinki Region Environmental Services Authority, Helsingin seudun ympäristöpalvelut -kuntayhtymä in Finnish, Samkommunen Helsingforsregionens miljötjänster in Swedish. The joint municipal authority uses the Finnish abbreviation HSY and the Swedish abbreviation HRM in its operations.

The joint municipal authority operates as laid down in section 3 of the Charter of the joint municipal authority.

2 § Application of the administrative rule

The organisation of the administration and activities of the joint municipal authority, as well as the decision-making and meeting procedures, shall comply with the provisions of this administrative rule unless otherwise provided by law or specified in the Charter of the joint municipal authority.

3 § Management system of the joint municipal authority

The management of the joint municipal authority is based on the strategy, action plan, financial plan, budget and other decisions of the General Meeting.

The General Meeting shall be responsible for the operations and finances of the joint municipal authority, exercising the decision-making power of the authority and transferring its competence by the provisions of the administrative rule.

The Executive Board of HSY shall be responsible for preparing, implementing and monitoring the legality of the decisions of the General Meeting.

The Executive Board of HSY shall manage the operations, administration and finances of the joint municipal authority and ensure the coordination of the operations and ownership steering of the authority in accordance with the decisions of the General Meeting.

The Executive Board of HSY may subdelegate its powers.

Under the Executive Board of HSY, the Executive Director shall manage the administration, financial management and other activities of the joint municipal authority.

The Executive Director shall be responsible for preparing matters to be discussed by the Executive Board of HSY.

4 § Linguistic rights

The realisation of the linguistic rights provided by law must be adequately safeguarded in the activities, services and communications of the joint municipal authority.

The language skills required of officials and employees are subject to what has been specifically provided for, prescribed or decided.

2. CHAPTER. Institutional organisation

5 § Organisational institutions and management

The institutions of the joint municipal authority are the General Meeting, the Executive Board of HSY and the Audit Committee. The leading officials of the joint municipal authority are the Executive Director, the Directors of Divisions, the Directors of Business Units and the Financial Director.

The institution, the elected representative and the official may decide to delegate to a subordinate organisational institution or an official the powers delegated to them by the administrative rule.

6 § Joint municipal authority HSY Group

The joint municipal authority and its subsidiaries form a joint municipal authority HSY Group. Subsidiaries are entities in which the joint municipal authority has control within the meaning of the Accounting Act.

The General Meeting shall decide on the key objectives of the joint municipal authority's ownership steering and the HSY Group's operations and finances in the budget and financial plan, and approve the financial statements including the joint municipal authority's financial statements, the report of the Executive Board of HSY and the consolidated financial statements with appendices. The General Meeting shall make strategically significant decisions concerning the HSY Group and decide on the principles of organising the HSY Group's administration and the HSY Group guidelines.

The Group Management of the joint municipal authority consists of the Executive Board of HSY, the Executive Director, the Financial Director or another official appointed by the Executive Board of HSY.

In accordance with the strategy approved by the General Meeting, the Executive Board of HSY decides on the implementation of the ownership policy. The Executive Board of HSY shall be responsible for

- the development and preparation of the principles of ownership steering and the HSY Group guidelines for the General Meeting;
- the implementation of ownership steering and organise the HSY Group management and supervision.

Instructions on the election of members of the administrative bodies of entities, the obligations of members and reporting to the joint municipal authority are provided in the Group guidelines.

The Executive Director, together with the Financial Director or other official appointed by the Executive Board of HSY, assesses the achievement of the objectives of the subsidiaries and the development of the financial position, and makes proposals to the Executive Board of HSY on the basis of them, if necessary. The task of the Executive Director is to act as the Group leader and contribute to the administration and actions of the entities ordered to be steered by the Executive Director.

7 § General Meeting

The duties of the General Meeting are laid down in the Local Government Act and in the Charter of the joint municipal authority.

8 § Executive Board of HSY

The duties of the Executive Board of HSY are to

1. prepare and implement the decisions of the General Meeting;
2. supervise the interests of the joint municipal authority and, if a task does not fall within the remit of another institution or official, represent the joint municipal authority and conclude agreements, and perform other legal acts and exercise the right to speak on its behalf;
3. be responsible for organising the administration of the joint municipal authority and decide on the principles of operation;
4. appoint the Executive Director, decide on their remuneration, approve the Executive Director's executive employment contract and dismiss the Executive Director when the decision is not the responsibility of the General Meeting according to the Local Government Act;
5. appoint senior officials to a permanent position or fixed-term position lasting more than a year and decide on their remuneration and dismiss them;
6. approve project plans within limits set by the General Meeting;
7. prepare the budget, investment programmes, action plan, financial plan and strategy of the joint municipal authority;
8. decide on the membership of a joint municipal authority in associations, foundations and other entities, when the membership is other than the usual membership related to the activities of the joint municipal authority;
9. decide on the creation and termination of posts;
10. decide on the implementation of collective agreements and other agreements concerning the Executive Director;
11. decide on personnel policy principles;
12. decide on borrowing within limits set by the General Meeting;
13. decide on the establishment of entities and on the acquisition and disposal of shares and interests;
14. approve the project plans concerning water and waste management networks, plants, buildings, structures, equipment and construction projects, unless the task falls within the remit of the General Meeting, and set the limits within which an official shall decide on such matters;
15. decide on the purchasing, selling, renting and leasing of the immovable property and buildings, and set the limits within which an official shall decide on such matters;

16. establish the general principles for insuring the assets and liabilities of the joint municipal authority;
17. decide on the procurement principles and purchases and confirm the procurement powers of officials;
18. decide on the Water Services development plan and make proposals to the member municipalities concerning Water Services;
19. act as the waste management authority referred to in section 23 of the Waste Act, issue general waste management regulations and decide on the organisation of waste collection in accordance with the Waste Act, on demarcating the area excluded from the transport of property waste and on the general principles of municipal cooperation in organising waste management, and approve agreements on waste management criteria;
20. decide on the general principles of fees, charges and tariffs, the terms of the water service agreements and the general terms of delivery, and approve the criteria according to which an official shall decide on fees for water and waste management;
21. decide on pricing criteria for other services;
22. approve the principles governing the management of agreements and the organisation of agreement monitoring;
23. be responsible for the organisation of information management and the grounds for the organisation of document management.

In addition, the Executive Board of HSY shall decide on other matters relevant to the operations of the joint municipal authority, unless they have not been issued or assigned to another authority, official or elected representative.

9 § Duties of the President of the Executive Board of HSY

The President of the Executive Board of HSY shall

1. lead the Board meetings of the joint municipal authority and the political cooperation required for the implementation of the strategy of the joint municipal authority and the tasks of the Executive Board of HSY;
2. be responsible for the preparation and monitoring of the executive employment contract of the Executive Director of the joint municipal authority; and
3. have annual performance and development discussions with the Executive Director.

The Presidency of the Executive Board of HSY is specified in more detail in section 59 of the administrative rule.

3. CHAPTER. HSY Operational organisation

10 § Operating organisation and management

The operating organisation of the joint municipal authority consists of the Executive Director and the joint and centralised functions, the Water Services and Waste Management Divisions providing external services and Business Units defined by the Executive Board of HSY.

The Executive Director decides on the operating organisation's more detailed structure and operations.

The Director of a Division or a unit shall be responsible for ensuring that the Division or unit performs the duties related or assigned to it, for preparing matters to be decided or presented by the Executive Director in accordance with the instructions given by them, and for reporting regularly to the Executive Director.

11 § Duties of the Executive Director

The Executive Director shall, unless they have delegated the task to another official,

1. manage the administration, finances and other activities of the joint municipal authority;
2. be responsible for the preparation of the budget and financial plan of the joint municipal authority as well as the operating plan with binding objectives and strategy for the Executive Board of HSY;
3. be responsible for the preparation and coordination of matters to be discussed at the General Meeting and the Board meetings, as well as the implementation of decisions;
4. appoint and dismiss, with the exception of senior officials appointed to a permanent position or fixed-term position lasting more than one year, officials and employees and decide on their remuneration and other benefits;
5. decide on the implementation of collective agreements, locally negotiated separate instalments included in national collective agreements and similar agreements concerning the personnel, taking into account what is provided elsewhere in this administrative rule;
6. apply on behalf of the joint municipal authority for state subsidies, grants and corresponding benefits in the field of activity of the joint municipal authority, and use the right of the joint municipal authority to speak in these matters;
7. decide on the procurement correction made to the procurement decision of an official;
8. be responsible for the organisation of data protection and appoint a data protection officer;
9. be responsible for the implementation of contractual guidance and provide more detailed contract management instructions;

10. exercise the right to speak on behalf of the Executive Board of HSY in matters which are not unusual or far-reaching concerning the operations of the joint municipal authority or for which competence has not been assigned to the Executive Board of HSY or another official;
11. appoint meeting representatives to the general meetings or annual meetings of the subsidiaries and issue the required instructions when this is not the task of the Executive Board of HSY in accordance with the Group guidelines;
12. perform other such duties as may be determined by the Executive Board of HSY.

In addition, the Executive Director or a person designated by them shall decide on

13. the persons authorised to accept invoices and payment orders and the organisation of the acceptance procedure;
14. a total or partial exemption from the obligation of a member of personnel to compensate for damage caused in the performance of official or work duties, but not if the party is liable for damages under the accountability obligation referred to in the Local Government Act, or the person has caused the damage intentionally or through gross negligence;
15. project plans and purchases other than shares and interests, within limits set by the Executive Board of HSY;
16. renting, leasing and other transfer of use of business properties and other premises, within limits set by the Executive Board of HSY;
17. transferring of ownership of movable property, with the exception of shares and interests, within limits set by the Executive Board of HSY;
18. leasing of immovable property, within limits set by the Executive Board of HSY; leasing and other transfer of use;
19. applying for building, environmental and other permits, if the task does not fall within the remit of the Divisions or Units;
20. exercising the right to speak on behalf of the joint municipal authority or giving instructions for its use in courts and in the proceedings and appeals concerning the joint municipal authority;
21. the provision of legal aid to an employee of the joint municipal authority in connection with incidents concerning the performance of their duties or incidents at work;
22. compensation for damage where the joint municipal authority is liable if the matter cannot be allocated to a specific Division or Unit; and
23. grants and donations where this can be regarded as normal, taking into account the purpose and the amount.

Unless otherwise specified, or the Executive Director has not assigned the task to another official, the Executive Director exercises the right to speak on behalf of the joint municipal authority at the General Meeting and annual meetings, and when a decision is made without holding the General Meeting on a matter that is not financially significant or far-reaching in principle.

12 § Deviating from normal jurisdiction for necessary reasons

Deviations from the jurisdiction provisions of the administrative rule are only allowed for necessary reasons defined herein. Such reasons may include, for example, threats to life and health as well as threats concerning the interruption of vital services, the economy, property, other possessions or the environment which pose such an immediate danger or other serious operational or financial risk to the joint municipal authority that the normal jurisdiction rules cannot be applied due to them.

In the cases referred to above, the Executive Director may exercise decision-making powers deviating from the normal jurisdiction in order to safeguard the services of the joint municipal authority and to normalise the situation due to a necessary reason. The Board of the joint municipal authority shall be informed as soon as possible of the decisions made on the basis of the jurisdiction based on this section.

If the situation continues, the Executive Board of HSY may confirm, if necessary, the existence of the Executive Director's jurisdiction deviating from the normal jurisdiction for a specified period of time. The Executive Board of HSY may, irrespective of the specified period of time, confirm that there are no grounds for exercising decision-making powers deviating from the normal jurisdiction.

4. CHAPTER. Tasks of Divisions and Business Units**13 § Water Services**

The Water Services Division provides services related to the acquisition, treatment and supply of domestic water and the management and treatment of sewage and stormwater in accordance with the approved objectives.

The Water Services Division is headed by the Director of Division of Water Services.

14 § Waste Management

The Waste Management Division is responsible for the organisation of waste management and other tasks and services related to waste management assigned to the joint municipal authority in accordance with the approved objectives.

The Waste Management Division is headed by the Director of Division of Waste Management.

15 § Business Units

A joint municipal authority may have one or more Business Units. The Executive Board of HSY shall decide on the Business Units.

The Business Units take care of the joint or centralised services of the joint municipal authority and the tasks assigned to the joint municipal authority in the Charter, which do not belong to the Divisions.

The Business Unit is led by the Director of Business Unit.

16 § Duties of the Director of Division

The Director of Division shall be responsible for performing the tasks assigned by the Executive Board of HSY and the Executive Director of the joint municipal authority.

The Director of Division shall also be responsible for deciding on matters concerning the operations and personnel of their Division unless otherwise specified. The Director of Division may grant a subordinate official or employee the right to conclude an employment contract or to hire an employee.

In addition, the Director of Division of **Water Services** shall be responsible for:

1. deciding on the application principles and deviations from the application of the terms of the water supply connection and access agreements or the general terms of delivery of Water Services;
2. approving the principles for the application of fees in accordance with the Water Services price list and deviations from them;
3. taking other official decisions related to the organisation of Water Services in individual cases and issuing statements insofar as the task does not fall within the remit of the Executive Board of HSY.

In addition, the Director of Division of **Waste Management** shall be responsible for:

1. issuing regulations on waste reception and treatment sites;
2. deciding on the payment of the waste service fees and the reminders for service fees or on an amendment to the service fee, and, in individual cases, accepting deviations from the waste service fee;
3. granting exemptions from the obligation to dispose of waste for municipal waste management on the basis of an application by the holder of the waste; and
4. taking other official decisions related to the organisation of waste management in individual cases and issuing statements insofar as the task does not fall within the remit of the Executive Board of HSY.

The Director of Division has the right to delegate the task referred to here to a subordinate official within limits and under the conditions set by the Director.

17 § Duties of the Director of Business Unit

The Director of Business Unit shall be responsible for performing the tasks assigned by the Executive Board of HSY and the Executive Director of the joint municipal authority.

The Director of Business Unit shall also be responsible for deciding on matters concerning the operations and personnel of their Business Unit unless otherwise specified. The Director of Business Unit may grant a subordinate official or employee the right to conclude an employment contract or to hire an hourly-paid employee.

5. CHAPTER. Jurisdiction over personnel matters

18 § Application of the provisions of this chapter

Matters related to an employment relationship and an official, which are provided for in the Act on Civil Servants in Local Government and Wellbeing Services Counties (304/2003) or another law, shall be decided by the Executive Board of HSY, unless otherwise provided by law or specified in the administrative rule.

19 § Applying to a position and recruitment

The person whose task is to select an official for a vacant position is to announce the position as open for applications.

In addition to the provisions of section 4, subsection 3 of the Act on Civil Servants in Local Government and Wellbeing Services Counties, a person may be recruited, without a public recruitment procedure, to an official position for which the official can be appropriately re-recruited due to the reorganisation concerning their official position.

If the person selected for the position resigns before the start of the official duties, and no substitute has been selected for the position, the official may be selected from among those who have applied for the position and who have announced that their application is still valid.

20 § Transfer of an official to another position

In the cases referred to in section 24 of the Act on Civil Servants in Local Government and Wellbeing Services Counties, the transfer shall be decided by the Executive Director. However, in the case of a senior officer, the transfer shall be decided by the Executive Board of HSY.

21 § Jurisdiction upon recruitment

Unless otherwise provided or specified, the recruiting institution, official or person appointed by them shall decide on:

1. a conversion of a position into an employment relationship;
2. a temporary official holding a vacant post;
3. a probationary period and its length;
4. a termination of official duties;
5. a lay-off of an official.

22 § Outside employment

An official or employee shall not hold a perquisite position that requires the use of working time for the performance of the perquisite position without the permission of the employer. If the exercise of a perquisite position does not require the use of working time, the official must submit a perquisite position notification.

The Executive Director or a subordinate appointed by them shall decide on the granting of an outside employment permit as well as deny an official or an employee appointed by them accepting and holding a perquisite position. With regard to the Executive Director, the matter is decided by the Executive Board of HSY.

23 § Leave of absence

Leave of absence is granted a subordinate official by the Executive Director or an official appointed by the Executive Director.

The Deputy Executive Director shall approve the holiday and leave of absence of the Executive Director, to which the official is entitled by law or by collective agreement, as well as the payment of expenses of the Executive Director's normal performance of official duties or training. The President of the Executive Board of HSY shall grant the Executive Director a discretionary leave of absence.

24 § Temporary office-holders and substitutes

If the Executive Director is prevented from acting in their role or incapacitated, the Financial Director or another official appointed by the Executive Board of HSY shall act in their place.

The Executive Director and the senior officials shall decide on substitutes for subordinate officials.

An employee in an employment relationship may act as a temporary office-holder by a decision by the Executive Director or senior officer. As a temporary office-holder, they shall perform the duties of the official, including decision-making related to the duties of the official.

25 § Requirement for medical examinations

In the situations mentioned in section 19 of the Act on Civil Servants in Local Government and Wellbeing Services Counties, the Executive Director or other lower-ranking recruiting official may instruct an official to participate in medical inspections and examinations to establish their state of health. With regard to the Executive Director, the matter is decided by the Executive Board of HSY.

26 § Temporary suspension from office

The Executive Director decides on an official's temporary suspension from office.

II. PART, FINANCES AND MONITORING

6. CHAPTER. Financial management

27 § Responsibility for financial management

The functions of the joint municipal authority must be organised in such a way that the operational and financial objectives set by the General Meeting are achieved. The responsibility for achieving the objectives must be clear.

The Executive Board of HSY manages and supervises financial management and confirms the guidelines for financial management.

28 § Budget and financial plan

The budget is the Executive Board of HSY's binding plan for the operations and finances of the year which is based on the strategy. The financial plan shall be drawn up for a period of three years, the first of which shall be the financial year.

The financial plan includes the operational and financial objectives based on the strategy and the investment plan. The budget includes the operational economy and investment parts as well as the income statement and the financing parts. The budget includes the appropriations required for the operational objectives, revenue estimates and contributions from the member municipalities as well as an indication of how the financing needs will be covered.

The General Meeting approves the operational and financial objectives based on the strategy in the budget and the financial plan. At the same time, the General Meeting shall decide on the extent to which the budget is binding.

29 § Budget monitoring and reporting

During the year, the budget and the achievement of the set objectives shall be monitored regularly. The implementation and monitoring of the budget shall be reported to the General Meeting and the Executive Board of HSY at agreed intervals.

30 § Amendments to the budget

The activities and finances of the joint municipal authority must comply with the budget. Amendments to it are decided by the General Meeting. Amendments to the budget shall be submitted to the General Meeting during the financial year. After the financial year, changes in the budget can only be dealt with in exceptional cases. Once the financial statements have been signed, no amending budget may be proposed to the General Meeting.

The impact of the change on operational objectives and revenue estimates must also be explained in connection with the proposed change in appropriations. Similarly, the impact of the change on appropriations must also be explained in connection with the proposed change to operational objectives or revenue estimates.

31 § Depreciation according to plan

The Executive Board of HSY shall

1. approve the criteria for depreciation and

2. approve the depreciation plans for assets and classes of assets.

32 § Management of finances

The tasks of the joint municipal authority are to maintain liquidity, manage payment transactions, ensure loan finance and invest liquid assets. The General Meeting shall decide on matters falling within the scope of the Charter relating to the management of finances.

Otherwise, the Executive Board of HSY shall decide on the management of finances of the joint municipal authority, unless otherwise provided in this administrative rule or the Executive Board of HSY has decided to transfer its jurisdiction to an official.

The Executive Director or a person designated by them shall decide on

1. the persons entitled to approve the revenue and expenditure, and their substitutes;
2. making investments in accordance with the principles decided by the General Meeting;
3. managing loans and payment transaction as well as opening bank accounts for the joint municipal authority and closing them;
4. access to bank accounts and changes thereto;
5. payments, compensation or other claims, and waivers or exemptions of them, and
6. the introduction of credit cards and other payment cards for the joint municipal authority.

Detailed instructions on the practical management of finances shall be given by the Executive Director or a person appointed by the Executive Director.

33 § Transferring and leasing property

Executive Board of HSY shall decide on the transferring and leasing of property, unless otherwise provided in this administrative rule. The Executive Board of HSY may subdelegate its powers to officials.

34 § Procurement

Procurement must be efficient and must be carried out in the most economically advantageous way possible.

Executive Board of HSY shall confirm the procurement limits and powers of the officials.

Procurement decisions shall be made by an institution or an official within the limits of the procurement powers. The procurement limits are VAT-free values.

Procurement powers cannot be transferred to an employee. If it is necessary for the appropriate management of the activities of the joint municipal authority to give an employed person the right to carry out procurement, the official may authorise a person employed by them to carry out procurement under the responsibility of the official.

7. CHAPTER. External auditing

35 § External and internal monitoring

The monitoring of the administration and finances of the joint municipal authority shall be organised in such a way that external and internal monitoring together form a comprehensive monitoring system.

External monitoring shall be organised independently of executive management. The Audit Board and the auditor shall be responsible for the external monitoring in accordance with this rule.

Internal monitoring is part of management. Executive Board of HSY shall be responsible for organising internal monitoring.

Internal auditing is part of internal monitoring.

36 § Meetings of the Audit Board

The auditor has the right to attend and speak at the meetings of the Audit Board.

The auditor and the trustees and officials appointed by the Audit Board are obliged to be present at the meetings of the Audit Board if the Audit Board so decides.

The Executive Board of HSY may not appoint a representative to the meetings of the Audit Board.

The person decided by the Audit Board shall act as the draftsman of the matters to be discussed in the Audit Board meeting and as the secretary of the meeting and shall act under the Audit Board in their preparatory duties. The other office tasks of the Audit Board are taken care of by finance and administration units.

The decisions of the Audit Board are made without an official presentation on the basis of the Chairperson's report.

37 § Duties and reporting of the Audit Board

In addition to the provisions of sections 121 and 125 of the Local Government Act, the Audit Board shall:

1. monitor the implementation of the auditor's audit plan and otherwise monitor the performance of the auditor's duties and, if necessary, make proposals for the development of the audit;
2. ensure that the necessary resources are available for the audit to enable the audit to be carried out to the extent required by good auditing practice; and
3. put forward initiatives and proposals to coordinate the tasks of the Audit Board, the auditor and the internal monitoring in the most appropriate way possible.

38 § Tasks related to the declarations of interest

The Audit Board shall monitor compliance with the obligation to submit a declaration of private interests referred to in section 84 of the Local Government Act and ensure the publication of public information of the register of interests on the website of the joint municipal authority.

The Audit Board is the registrar of the register of interests.

The Audit Board shall notify the General Meeting of the declarations of interest.

39 § Selection of the audit firm

An audit firm shall be selected for the purpose of auditing the administration and finances for a maximum of six financial years.

The Audit Board shall be responsible for the tendering of the audit firm with the assistance of the joint municipal authority, make a proposal for the election of the audit firm to the General Meeting and approve the audit contract.

40 § Duties of the auditor

The duties of an auditor are provided for in section 123 of the Local Government Act.

41 § Duties assigned by the Audit Board

The auditor may take on assignments from the Audit Board to perform tasks related to the preparation and implementation of matters dealt with by the Board, provided that they do not conflict with good public administration auditing practice.

42 § Auditor's report and other reporting

In addition to the mentioned in section 125 of the Local Government Act, the auditor's report shall include a statement on matters pursuant to section 123, subsection 1. The report shall also set out such other matters as the auditor considers necessary.

The auditor shall immediately report any material deficiencies in the audit report provided to the Executive Board of HSY. The Audit Board shall be notified of the audit report.

The auditor shall inform the Audit Board about the implementation of the audit plan and their audit findings in the manner specified by the Board.

43 § Evaluation report and Audit Board preparations for the General Meeting

At least two weeks before the consideration of the audit report, the Audit Board shall submit an evaluation report to the General Meeting, in which it presents its assessment of the achievement of the operational and financial objectives set by the General Meeting in the previous year.

The Audit Board shall also present its assessment of the reminders made in the auditor's report, as well as of the explanations given by those concerned and the Executive Board of HSY's statement.

The Audit Board shall submit to the Executive Board of HSY and the General Meeting a proposal for measures to be taken on the basis of the Audit Board's preparation and the auditor's report.

8. CHAPTER. Internal monitoring and risk management

44 § Tasks of the joint municipal authority's internal monitoring and risk management

The Executive Board of HSY shall be responsible for organising and coordinating internal monitoring and risk management in the entire joint municipal authority HSY Group so as to ensure the legality and effectiveness of the operations.

The Executive Board of HSY be responsible for organising risk management so that the material risks of the joint municipal authority HSY Group's operations are identified and described and that the effects of the risk materialising, the probability of materialisation and the possibilities for managing the risk are assessed.

In addition, the Executive Board of HSY shall

1. approve guidelines and procedures for internal monitoring and risk management;
2. ensure that internal monitoring and risk management are implemented in accordance with instructions and effectively; and
3. provide, in its annual report, information on the organisation and key conclusions of internal monitoring and risk management and report on the organisation of Group supervision and the most significant risks and uncertainties.

45 § Duties of senior officials

The Executive Director has the overall operational responsibility for the implementation of internal monitoring and risk management and provides additional instructions.

Senior officials shall be responsible for the effective implementation of internal monitoring and risk management, the organisation and proper implementation of internal monitoring and risk management in accordance with the instructions given, and the reporting of significant risks in their area of responsibility.

46 § Duties of internal audits

Internal audits objectively and independently assess the organisation and performance of internal control, risk management and Group supervision.

Internal audits report the results of the assessment and proposes measures to improve the system. Internal audits report to the Executive Board of HSY and the Executive Director.

III. PART, ADMINISTRATIVE AND DECISION-MAKING PROCEDURE

9. CHAPTER. Organisation of information and document management

47 § Duties of the Executive Board of HSY's information management

The Executive Board of HSY shall be responsible for ensuring that the responsibilities, policies and monitoring under the Act on Information Management in Public Administration are defined in the joint municipal authority.

The responsibilities related to the implementation of information management tasks are:

1. responsibility for compiling and maintaining descriptions in accordance with the Act on Information Management in Public Administration (information management model), assessment of transformative impacts and description of document publicity;
2. responsibility for the modification of datasets into electronic format and access to datasets provided for in section 19 of the Act on Information Management in Public Administration;
3. responsibility for information security arrangements, the operation and interoperability of information systems and the interoperability of information pools; and
4. responsibility for the organisation of case management and information management and the organisation of data storage.

48 § Duties of the Executive Board of HSY's document management

The Executive Board of HSY shall be responsible for ensuring that the responsibilities, policies and monitoring of archiving are defined in the duties of a joint municipal authority's official.

The Executive Board of HSY shall take care of its obligations under the Archives Act:

1. appointing an official leading the municipal document management, archiving and record creation;
2. laying down more detailed rules for the management of documents and for the duties of responsible persons of Divisions;
3. deciding on the general principles of the information management plan (AMS, TOS) (content, responsibilities for drafting, validation, control and monitoring); and
4. appointing the records creator.

49 § Duties of the senior official leading the document management and archiving

Under the Executive Board of HSY, the senior official leading the document management shall manage the document management and shall be responsible for the joint municipal authority's permanently stored document information; and shall

1. be responsible for the preparation and implementation of the official document management duties of the Executive Board of HSY;
2. guide and develop the document management as part of the joint municipal authority's information management;
3. approve the instructions for information processing, storage and archiving;
4. be responsible for the central archive and for permanently stored document information;

5. draw up the guideline for the joint municipal authority's document management and supervise that the tasks are implemented in accordance with the instructions provided;
6. decide on the fees to be charged for documents in accordance with the principles approved by the Executive Board of HSY; and
7. provide training and advice on document management.

10. CHAPTER. Meeting and decision-making procedures

50 § Application of the provisions of this chapter in the institutions

The provisions of this chapter shall be complied with at the General Meeting, the meetings of the Executive Board of HSY and the Audit Board institutions.

51 § Procedure for decision-making of the institutions

The institution may discuss a matter at an ordinary meeting in which the participants are present at the meeting place. An electronic case management or voting system may be used at the actual meeting.

Alternatively, a meeting can be held in an electronic operating environment with electronic participation (*electronic meeting*).

The institution may also make decisions in a closed electronic decision-making procedure before the meeting (*electronic decision-making procedure*).

52 § Electronic meeting

The institution may hold a meeting electronically.

A closed electronic meeting may only be attended from a place where confidential information and discussions at the meeting cannot be heard or seen by an outsider.

53 § Electronic decision-making procedure

The institution may decide matters in an electronic decision-making procedure in accordance with section 100 of the Local Government Act. The decision-making procedure can be used for all matters falling within the institution's decision-making power.

54 § Meeting and publicity of the institution

The institution may discuss a matter at an ordinary meeting, at which the participants shall meet at such times as they have decided, and at the invitation of the Chairperson.

The Chairperson of the institution may, due to a small number of items on the agenda or other special reason, cancel a meeting or reschedule a meeting on the date fixed for the meeting.

If necessary, the institution shall decide on the right to attend and speak at a meeting of the institution.

The meetings of the institution and the discussions held in them are not public unless otherwise provided by the Local Government Act. The institution may also decide to hold the meeting in public.

55 § Invitation to a meeting and announcing a meeting

The invitation to a meeting shall state the time and place of the meeting and the matters to be discussed. The invitation to a meeting shall state the decision-making procedure of the institution for each case. If a matter is dealt with in an electronic decision-making procedure, the invitation shall state by when the matter must be dealt with electronically.

The invitation to a meeting shall be sent to members and other persons invited to the meeting at least three days before the meeting unless the institution decides otherwise. The invitation to a meeting will also be sent to the deputy members for their information.

The agenda of the meeting must be attached to the invitation to a meeting. If the agenda, attachments or supporting material contain confidential information, the document shall be marked as confidential.

The agenda or its annexes shall include a proposal for a decision and a description of the items.

The agenda must be sent with the invitation to the meeting. The agenda may be amended after the invitation has been sent if the rapporteur deems it necessary.

Items shall be placed on the agenda in the order specified by the rapporteur.

Items shall be dealt with in the order in which they appear on the agenda unless the institution decides otherwise.

The invitation to a meeting and its attachments will be sent to member municipalities, elected representatives and other meeting participants in an electronic form. The Executive Board of HSY or an official designated by the Board shall be responsible for ensuring that the necessary technical equipment, systems and telecommunications connections are available.

More detailed regulations on the delivery of the invitation to a meeting in an electronic form shall be issued by the Executive Board of HSY.

56 § Agenda and publishing appendices on the website of the joint municipal authority

The agenda is published on the joint municipal authority's website. Prior to publication, confidential information and personal data which do not have any information interest shall be removed from the agenda. Individual meeting items may be removed from the online agenda if they do not have a particular information interest or if, for special reasons, the preparation of the item is not made public before the decision is taken. The appendices to the agenda are published online on a discretionary basis, taking into account the information obtaining interests of the residents of the joint municipal authority's member municipalities.

57 § Follow-up meeting

If items on the institution's meeting agenda are not discussed at that meeting, they may be referred to a follow-up meeting, to which no separate invitation shall be required. Those who are absent from the meeting shall be sent an electronic message about the time and place of the follow-up meeting and the decision-making procedure of the follow-up meeting.

58 § Inviting a deputy member

A member of the institution who is prevented from attending a meeting shall notify the secretary of the institution and their deputy member in person as soon as possible after becoming aware of the impediment.

If a member of an institution is prevented from dealing with an individual case or is prevented from discussing a matter, they may invite a deputy member to attend a meeting.

59 § Acting as a Chairperson

The task of the Chairperson of the institution is to lead the proceedings and maintain order at the meeting of the institution as provided in the Local Government Act. The Chairperson may order, after issuing a warning, the removal of the person who is behaving inappropriately. In the event of confusion, the Chairperson shall suspend or terminate the meeting.

If necessary, the Chairperson may, with the consent of the Executive Board of HSY, hand over the chairpersonship to the Vice-Chairperson of the meeting. If both the Chairperson and the Vice-Chairperson are absent or unavailable, a temporary Chairperson shall be elected for the meeting or the processing of the matter.

60 § Right of attendance and right to speak

In addition to the members of the institution, the expert member of a member municipality and the rapporteur, the senior officials have the right of attendance and right to speak at the Board meetings. The right of attendance and right to speak of other persons shall be decided by the institution.

At the initiative of the rapporteur, the institution may consult experts on individual matters.

61 § Presentation procedure

At a Board meeting, matters shall be decided by presentation, with the exception of the internal organisation of the institution's operations.

The Executive Director acts as the rapporteur. However, the Directors of Division present procurement decisions pertaining to their field. The Executive Director may take a matter of their subordinate rapporteur and present it themselves.

In the absence or incapacity of the Executive Director or any other rapporteur, an appointed deputy shall act as the rapporteur. If a matter concerns the Executive Director personally, the President of the Executive Board of HSY will act as the rapporteur.

The discussion shall be based on the rapporteur's proposal, with the exception of the internal organisation of the Executive Board of HSY, which is based on the President's proposal.

If an institution withdraws its proposal before the General Meeting has taken a decision, the matter shall be removed from the agenda.

If a rapporteur withdraws their proposal before the institution has made a decision, the matter shall be removed from the agenda.

62 § Attendance, legality and quorum

The Chairperson is to establish the members and other persons present at the meeting and, on that basis, to determine whether the institution has been legally convened and has a quorum.

If during a meeting, the Chairperson establishes that the institution has no quorum and cannot obtain a quorum, the meeting shall be suspended. The current item and the items on the agenda after that will be presented at the next meeting of the institution.

63 § Disqualification

A disqualified person may not participate in the proceedings or be present during the proceedings. A disqualified person must state that they are subject to disqualification and, if necessary, the reason for the disqualification before starting the proceedings.

The issue concerning disqualification must be resolved without delay. The disqualification of a member of the institution and of any other person entitled to be present shall be decided by the institution.

A member of the institution or the rapporteur may take part in a case concerning their disqualification only if the institution would not reach a quorum without them and no person without a disqualification would be available to replace them without significant delay. A disqualified member or rapporteur may take part in consideration of an urgent matter if the disqualification cannot affect the resolution of the matter.

64 § Processing of proposals

A member of the institution shall record the proposal made during the debate in the meeting system when the meeting system is in use. Otherwise, the proposal shall be submitted to the Chairperson in writing at their request.

When all the speeches have been made, the Chairperson closes the debate. They shall then submit to the institution a statement of the proposals made during the debate for approval. It is up to the Chairperson to decide whether the proposal is shelved, returned or rejected, or whether the proposal is a counterproposal.

65 § Shelving

The institution may decide to shelve a matter, in other words, to suspend it at the meeting.

If during the discussion, a proposal of shelving a matter is supported, subsequent speakers shall, at the request of the Chairperson, limit their speeches to the shelving.

At the end of the discussion on the proposed suspension, the Chairperson shall submit it to the institution for a decision on whether to proceed with the discussion or not. If the institution decides to discuss the matter further, new proposals for the shelved matter may be proposed during the discussion.

The matter shall be presented to the institution at its next meeting unless the institution decides otherwise. During the shelving, the rapporteur may amend their proposal but not withdraw it.

66 § Referral back to preparation

The institution may decide to refer a matter back to preparation.

If during the discussion, a proposal to refer a matter back to preparation is supported, subsequent speakers shall, at the request of the Chairperson, limit their speeches to the referral. In addition, a speaker can make a new referral proposal or shelving proposal, or support the referral or shelving.

At the end of the discussion, the Chairperson shall submit the proposition to the institution for a decision on whether to proceed with the discussion or not. If the institution decides to discuss the matter further, new proposals for the shelved matter may be proposed during the discussion.

If several supported referral proposals have been made, they will all be put to the vote separately in order to continue proceedings.

67 § Counterproposal

On a proposal supported by a member (counterproposal), the institution may decide to amend the proposal made by the rapporteur (basic proposal). The counterproposal must be relevant to the present matter.

The counterproposal shall be put to a vote first by putting to a vote the two proposals which deviate most from the basic proposal. The winner will be placed against the proposal that deviates the most from the remaining proposal, and this will be continued until a final counterproposal to the basic proposal is achieved.

If the counterproposal is such that its approval or rejection is independent of the other proposals, its approval or rejection shall be put to a separate vote.

68 § Minutes of the institution

The minutes of the institution shall be drawn up by the keeper of the minutes under the authority of the Chairperson.

The minutes of the Executive Board of HSY are kept by a person appointed by the Executive Director. The minutes of the institutions shall be kept by the person appointed by the institution for this purpose.

The minutes shall be signed by the Chairperson and the keeper of the minutes. The content of the minutes shall be determined by the Chairperson.

The minutes shall be examined by one examiner of the minutes or the minutes may be examined in a manner decided by the institution.

The minutes can be signed and verified by electronic means. The minutes, or parts thereof, of the decisions taken in the context of the electronic decision-making process may be examined separately before the meeting.

The minutes of the institution shall state, at least:

- the time and place of the meeting;
- members and deputy members present;
- other persons present, with the exception of technical assistants;
- changes in attendance and members or deputy members found to be disqualified;
- the chairpersons of the meeting, the auditors and the keepers of the minutes;
- the decisions and proposals made in the matters dealt with, their support or possible lapse;
- votes cast and results of votes;
- the elections conducted, the persons who assisted the elections and the election results;
- dissenting opinions expressed, and
- other matters concerning the course of the meeting.

The minutes shall be accompanied by instructions for a claim for correction against a decision and instructions for appeal as well as prohibitions of appeal.

69 § Access to and notification of decisions of the institution

The minutes of the institution shall be viewed on the website of the joint municipal authority after inspection, as further specified in the Local Government Act.

The minutes of any other authority shall be served in the same manner to the members of the municipality, if the relevant authority considers it necessary.

70 § Special provisions concerning the General Meeting

In addition to the provisions of the Charter concerning the General Meeting, the following provisions shall apply to the General Meeting.

The Executive Board of HSY convenes the General Meeting.

The invitation shall be sent, unless for special reasons it is necessary to comply with a shorter notice of invitation, at least one month before the meeting to the member municipalities and also to the members of the Executive Board of HSY of the joint municipal authority as a notification.

The agenda of the General Meeting, which shall include a description of the matters to be discussed and proposals for decisions of the General Meeting, shall be submitted as the attachments with the invitation to the meeting unless special reasons prevent it. For technical reasons, the attachments and supporting material to the agenda may be submitted separately or supplemented later, but no later than three working days before the meeting of the relevant institution of the member municipality where the municipal meeting representative is instructed for the General Meeting.

The invitation to a meeting shall state, in the case of an electronic meeting, the website address and the place where the public may follow the meeting. The invitation to a meeting shall state if some of the meeting matters are to be discussed off camera.

The invitation to a meeting and the agenda of the General Meeting are prepared in both Finnish and Swedish. The appendices and accompanying material may be prepared in Finnish or another language only.

The invitation to a meeting and the agenda are published on the joint municipal authority's website. The appendices to the agenda are published on the joint municipal authority's website on a discretionary basis, taking into account the information obtaining interests of the residents of the joint municipal authority's member municipalities.

The General Meeting is opened by a representative of the municipality with the largest population. Before stating that the meeting constitutes a quorum, the representative of the municipality must present a power of attorney or an extract from the minutes of the decision by which they have been appointed to represent the municipality unless they have an authorisation on the basis of their position.

After stating that the meeting constitutes a quorum, a list of votes shall be drawn up and confirmed for the votes to be taken at the General Meeting, in which the share of voting rights determined on the basis of the population of the municipality, the number of votes and the name of the representative at the General Meeting shall be entered.

The discussion at the General Meeting is based on a proposal from the Executive Board of HSY or the Audit Board.

The President or Vice-President of the Executive Board of HSY and the Executive Director must be present at the General Meeting. However, their absence does not prevent decision-making.

If the Board of a member municipality or Group division notifies the Board of the joint municipal authority that it wishes to convene the General Meeting to discuss a specific matter within the competence of the General Meeting, the Executive Board of HSY shall convene the General Meeting no more than 60 days later.

Other meeting procedures and the notification of the decisions of the General Meeting shall apply where appropriate, as provided for in this administrative rule regarding other institutions.

71 § Exercising the right to bring up a matter for rehearing

The Executive Board of HSY and the President of the Executive Board of HSY may refer to the Board a matter in which a decision has been made by a subordinate official. The right to bring up a matter for rehearing shall be exercised at the latest within the time limit within which the claim for correction against the decision should be lodged.

The official shall notify the Executive Board of HSY of the admissible decisions they have made, except for matters or groups of matters which the Executive Board of HSY has stated that it will not exercise its right to bring up.

The notification is made electronically to the President and Vice-President of the Executive Board of HSY.

Decisions in matters for which no notification is needed may be enforced without the right to bring up a matter for rehearing, unless, in an individual case, the Executive Board of HSY has been notified of the matter.

11. CHAPTER. Other provisions

72 § Signing of documents

Documents based on the decisions of the General Meeting and the Executive Board of HSY shall be signed by the Executive Director or an official authorised by him.

Proxies and other copies of a decision issued on behalf of the joint municipal authority shall be signed by the Executive Director or an official authorised by him.

The documents of the Audit Board shall be signed in the manner decided by the Audit Board.

Extracts from the documents of an institution shall be signed and certified by the keeper of the minutes or a person designated by them.

The official or the person appointed by them shall sign decisions, agreements, commitments and other documents in matters on which the official has the power to decide.

The preparatory documents are signed by the draftsman.

73 § Principles of communication

The Executive Board of HSY, the Executive Director and other senior officials as well as the Communications Director ensure that residents and service users of the member municipalities of the joint municipal authority receive sufficient information on issues of general interest in preparation and can participate in and influence the preparation of these matters. Communication is open, responsible, topical, active and proactive, as well as fair.

74 § Initiatives concerning the activities of the joint municipal authority

A resident of a member municipality of the joint municipal authority and an association and foundation operating in the territory of a member municipality as well as a person who owns or controls immovable property in the municipality have the right to put forward initiatives in matters concerning the activities of the joint municipal authority. The user of the service has the right to put forward initiatives in a matter concerning the service.

The initiative must be put forward in writing or on an electronic document. The initiative must indicate what is involved and the name, domicile and contact details of the initiator.

The initiative is processed by the authority which is competent to make decisions in the matter covered by the initiative. Where the competent authority is an institution, the institution shall be informed of the initiatives and of the action taken on them in the manner decided by the institution. At the same time, the institution can decide which initiatives have been finalised.

75 § Receiving a verifiable service

In addition to the Executive Director, a person authorised by the Executive Director may receive the verifiable service on behalf of the joint municipal authority.

76 § Repealed rules

This administrative rule repeals the administrative rule 30 June 2017.